

Message

From: Purify, Johnnie [Purify.Johnnie@epa.gov]
Sent: 10/19/2018 4:02:23 PM
To: Laycock, Kelly [Laycock.Kelly@epa.gov]
CC: McGill, Thomas [Mcgill.Thomas@epa.gov]
Subject: Emailing: 20180927_WPD_OWSPB_WSRS.docx, 20181004_WPD_OWSPB_WSRS.docx, 20181011_WPD_OWSPB_WSRS.docx, 20181018_WPD_OWSPB_WSRS.docx
Attachments: 20180927_WPD_OWSPB_WSRS.docx; 20181004_WPD_OWSPB_WSRS.docx; 20181011_WPD_OWSPB_WSRS.docx; 20181018_WPD_OWSPB_WSRS.docx

Hello Kelly,

Here are few examples of what goes into a weekly. Make sure you change the date on the document name to the Thursday of each week. Also change the date at the top of the document page when you open the doc.

You can recycle one of the attached to capture the format for next week and add just new information for that week.

Your message is ready to be sent with the following file or link attachments:

20180927_WPD_OWSPB_WSRS.docx
20181004_WPD_OWSPB_WSRS.docx
20181011_WPD_OWSPB_WSRS.docx
20181018_WPD_OWSPB_WSRS.docx

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.